

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: NQF Certification Grading

Dear [Recipient's Name],

We are pleased to provide you with the grading results for your recent NQF certification assessment. Below are the details of your performance:

**\*\*Candidate Name:\*\*** [Candidate's Name]

**\*\*Assessment Date:\*\*** [Assessment Date]

**\*\*Course Title:\*\*** [Course Title]

**\*\*NQF Level:\*\*** [NQF Level]

**\*\*Grade Achieved:\*\*** [Grade]

**\*\*Comments:\*\***

[Additional comments about performance, strengths, or areas for improvement.]

Should you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Congratulations on your achievement!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]